Nebraska State Accountability (NeSA)
2011 NeSA-Writing Online Test Administration Training

TO: NeSA District Assessment Contacts and their designees
FROM: The Nebraska Department of Education
DATE: November 19, 2010
SUBJECT: 2011 NeSA-Writing Online Test Administration Training
TRAINING DATES: January 10-11, 2011

The Nebraska Department of Education (NDE) and Data Recognition Corporation (DRC) invite all District Assessment Contacts (DACs) to participate in a training session to learn about preparing your districts and schools to administer the online version of the NeSA-Writing pilot test for grade 11.

AGENDA
The training sessions are designed to inform DACs and other testing personnel about the grade 11 online NeSA-Writing pilot test and the process for preparing for the test administration. Both training sessions will cover the following topics:

1. Introductions
2. Testing Window & Other Key Dates
3. General Guidelines
4. Online Testing Procedures
5. Overview: NeSA Online System for Writing
6. Questions & Answers

The training is scheduled to last one hour, but could vary based on the number of questions asked by participants at the end of the presentation.

The training sessions will be presented online using WebEx. WebEx allows participants to log on via computer for a visual demonstration, in addition to providing an audio component via the telephone. We encourage all District Assessment Contacts and their designees to attend **one** of the two available training sessions. For those who are unable to attend any of the scheduled sessions, the PowerPoint presentation and a recording of one of the WebEx sessions will be made available on the NDE's website.

Please review the instructions on the following pages to learn how to join a training session. ***Note that each training session has a separate meeting number and link***. You will first log in to the online meeting using your computer and then follow the instructions to dial in by telephone for the audio component of the training. We recommend you begin the login process approximately 15 minutes prior to the scheduled session.

IMPORTANT NOTICE: This WebEx service includes a feature that allows audio and any documents and other materials exchanged or viewed during the session to be recorded. By joining this session, you automatically consent to such recordings.

Topic: 2011 NeSA-Writing Online Test Administration Training – Session 1

Date: Monday, January 10, 2011
Time: 10:00 a.m. – 11:00 a.m.
Meeting Number: 807 981 449
Meeting Password: NeSAW5

What to do on January 10 to join the 10:00 a.m. meeting:
1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in):
   https://datarecognitioncorp.webex.com/datarecognitioncorp/j.php?ED=143557292&UID=0&PW=NYjg1ODM2NTQ3&RT=MiM3
2. Enter your name, email address, and the meeting password (NeSAW5).
3. Click "Join Now."
4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. Follow the teleconference instructions that appear on your computer. A toll-free number and **Attendee Code** will be provided. When you call, you will be prompted to enter the meeting number (807 981 449) and your unique Attendee Code. ***You must enter the Attendee Code in order to participate in the audio portions of the presentation.*** You also have the option of receiving a call-back to connect to the teleconference. Follow the on-screen instructions if you prefer to receive a call-back instead of using the toll-free number.

Topic: 2011 NeSA-Writing Online Test Administration Training – Session 2

Date: Tuesday, January 11, 2011
Time: 2:00 p.m. – 3:00 p.m.
Meeting Number: 807 992 866
Meeting Password: NeSAW6

What to do on January 11 to join the 2:00 p.m. meeting:
1. About 15 minutes prior to the meeting's start time, either click the following link or copy and paste it into your Web browser (do not type it in):
   https://datarecognitioncorp.webex.com/datarecognitioncorp/j.php?ED=143557597&UID=0&PW=NOGRhYzEzNzYw&RT=MiM3
2. Enter your name, email address, and the meeting password (NeSAW6).
3. Click "Join Now."
4. To hear the meeting you must call in by telephone **after** you have joined the meeting online. Follow the teleconference instructions that appear on your computer. A toll-free number and **Attendee Code** will be provided. When you call, you will be prompted to enter the meeting number (807 992 866) and your unique Attendee Code. ***You must enter the Attendee Code in order to participate in the audio portions of the presentation.*** You also have the option of receiving a call-back to connect to the teleconference. Follow the on-screen instructions if you prefer to receive a call-back instead of using the toll-free number.

IMPORTANT: If a message appears stating that the training session has been cancelled, manually copy the complete meeting link and paste it into the address line of your Web browser. This message sometimes displays when the meeting link wraps to a second line of text and the complete link is not acknowledged by the computer.

For assistance with WebEx
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1. Go to https://datarecognitioncorp.webex.com/datarecognitioncorp/mc
2. On the left navigation bar, click "Support" or call (866) 229-3239.
http://www.webex.com